

### A list of soft skills & general resume appropriate skills:

- Fluency and Proficiency in second, third, or fourth languages.
- Positive work ethic.
- Proficiency in Microsoft Office programs \*[If Engineer: Include all technical programs]
- Good attitude.
- Desire to learn and be trained.
- Excellent communication skills: Ability to relate to coworkers in a close environment
- Courtesy and Honesty.
- Elevated Grammatical and excellent written communication skills
- Reliability.
- Flexibility.
- Team skills/ team oriented/team player.
- Flexibility/Adaptability.
- Self-directed.
- Dependability.
- Self-supervising and organized.
- Punctual.
- Personal integrity.
- Positive work ethic.
- Interpersonal skills.
- Motivational skills.
- Willingness to learn.
- Dedication: Staying on the job until it is finished.
- Ability to listen.
- Commitment to continued training and learning.
- Willingness to take instruction and responsibility.
- Communication skills with public, fellow employees, supervisors, and customers.